



MISSOURI EMERGENCY RESPONSE COMMISSION

Department of Public Safety
State Emergency Management Agency
2302 Militia Drive, P.O. Box 3133
Jefferson City, Missouri 65102
Ph: 573-526-9240 or 800-780-1014 Fax: 573-526-9261
Web Site: <http://www.sema.state.mo.us/mercc.htm>
Tier Two Website: <http://hazmat.dps.state.mo.us>



TIER TWO – REPORTING YEAR 2003

Dear Business Owner or Operator:

*We are pleased to announce that we have completed our conversion to **ELECTRONIC TIER TWO REPORTING**. You can log on to the Missouri Emergency Response Commission's Tier Two website at <http://hazmat.dps.state.mo.us> to access this new reporting procedure. The MERC staff has entered all manually submitted 2002 Tier Two Reports into the database. Once you have requested a **USER ID** and **PASSWORD** on the website and we have "linked" your User ID to your facility or facilities, you will be able to access your previous year's report(s), copy and update only the information that has changed. If you have any questions or need to be "linked", please call our office at 800-780-1014. If you have Internet access, we strongly encourage you to file electronically this year. Keep in mind that we have already entered the information if you filed a 2002 report. You would only need to copy, update, print, sign and mail.*

If you E-file, you will find that the Fee Calculation Worksheet is automatically completed from the information on the Tier Two report. The Worksheet must be printed, signed and mailed with a Fee Check and the Missouri Tier Two Report to the Missouri Emergency Response Commission, PO Box 3133, Jefferson City, MO 65102, no later than March 1, 2004, to avoid late penalties.

Our records indicate you filed a manually prepared Tier Two Report for reporting year 2002 and/or you may be required to comply with the provisions of the state and federal Emergency Planning and Community Right-to-Know Act (EPCRA) for Reporting Year 2003. These laws require certain persons or businesses with hazardous chemicals or extremely hazardous substances to provide information to the Missouri Emergency Response Commission (MERC), the Local Emergency Planning Committee (LEPC), and local fire department. The MERC has simplified the reporting by adopting the Missouri Tier Two form that is used to comply with EPCRA.

To assist you, we have enclosed a manual compliance packet. This packet includes a Missouri Tier Two form (the second page should be photocopied if you have more than one chemical to report) with instructions, a Fee Calculation Worksheet with instructions, a Petroleum Business Certification form, and a list of Missouri LEPCs. Please read and follow all instructions carefully. The Missouri Tier Two Form (electronic or manual) is the only approved and acceptable form for EPCRA reporting in the state of Missouri.

Reports and fees are due annually by March 1st. A late charge of 10% plus 1% per month is assessed on fees postmarked after March 1, 2004. Local & federal governments and family farms are required to file a Tier Two form but are exempt from paying fees. Fees are used to support LEPCs in their prevention and preparedness activities, hazardous materials response training, and to administer the program.

Thank you for your cooperation. If you have any questions or need assistance, please contact our office at 800-780-1014.

Sincerely,

*Robert E Dopp
MERC Executive Director*

SPECIAL NOTE:

EPCRA Federal Statute Section 313 Form "R" is to be reported to the Missouri Department of Natural Resources at 1659 East Elm Street, Jefferson City, MO 65101.

Do not send Form "R" to the MERC